

FIG. 1B

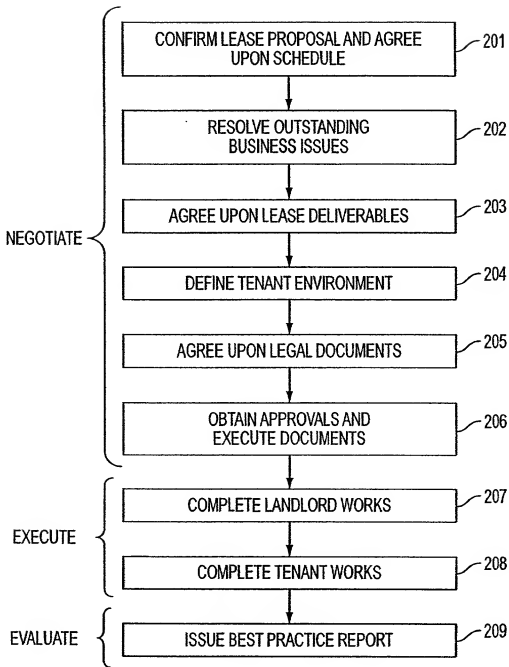


FIG. 2

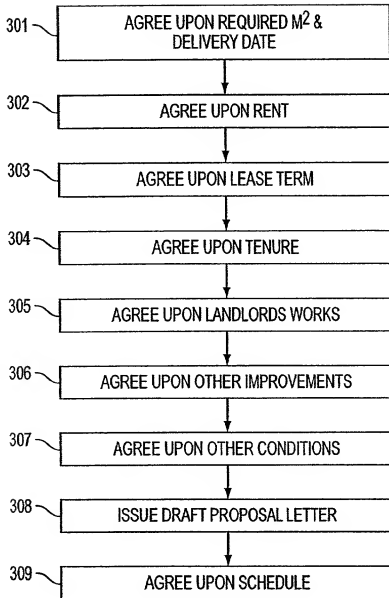


FIG. 3

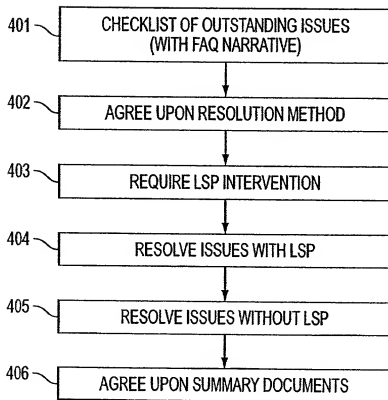


FIG. 4

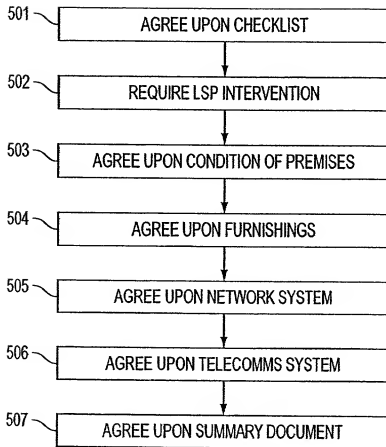


FIG. 5

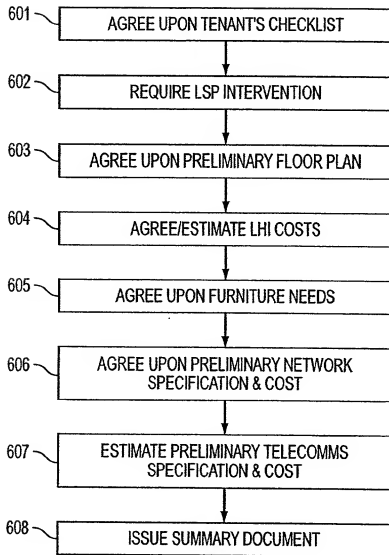


FIG. 6

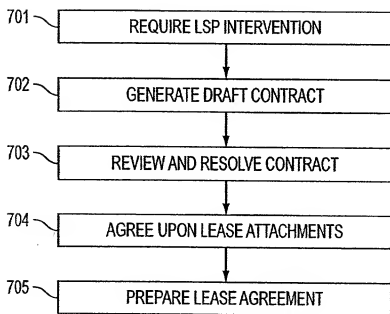


FIG. 7

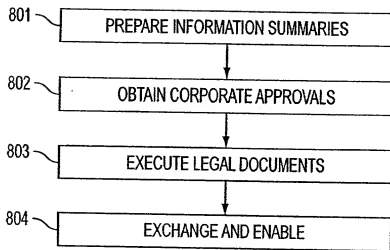


FIG. 8

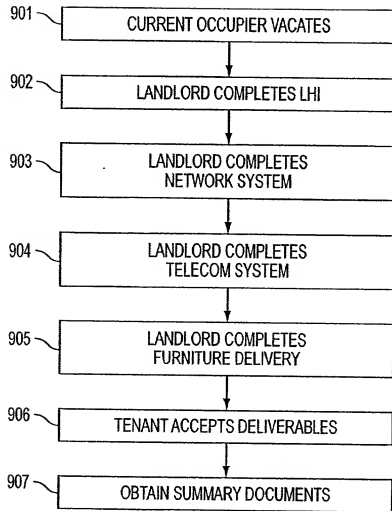


FIG. 9

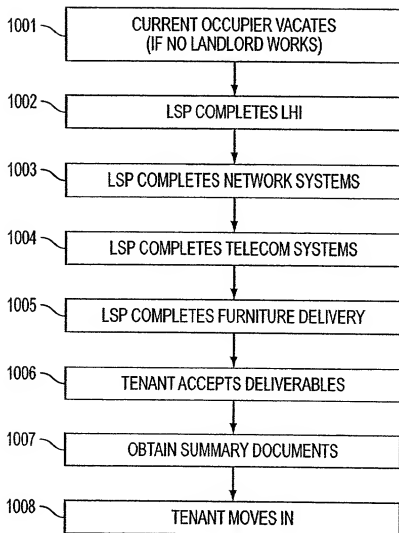


FIG. 10

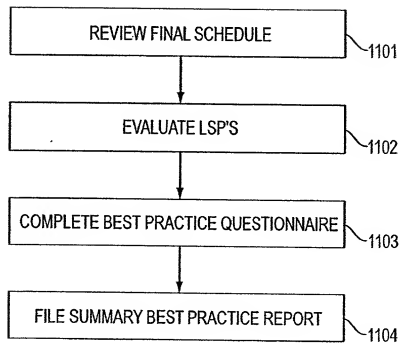


FIG. 11

2019-04-23 10:40:00

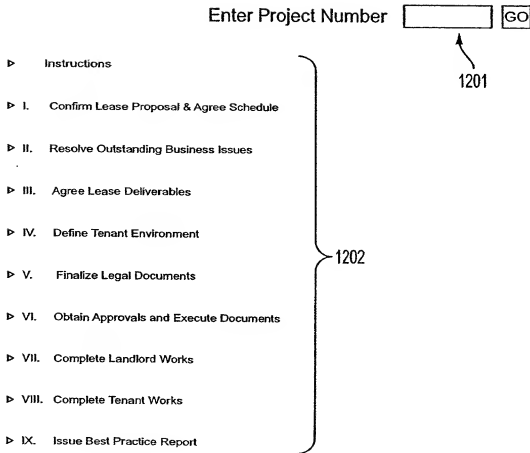


FIG. 12

PHASE I: CONFIRM LEASE PROPOSAL AND AGREE SCHEDULE			
LEASE PROVISION	TENANT	VALUE	LANDLORD
1301 1. REQUIRED SPACE HELP 1314	1308 <input checked="" type="radio"/> AGREE <input type="radio"/> DEFER DETAILS	1309 5000 FT <sup>2</sup> (1538 M <sup>2</sup> ) COMMENTS: <input type="text"/>	1310 <input checked="" type="radio"/> AGREE <input type="radio"/> DEFER DETAILS 1311
1302 2. DELIVERY DATE HELP	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER DETAILS	JUNE 1, 2000 COMMENTS: <input type="text"/>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER DETAILS
1303 3. RENT PER MONTH HELP	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER DETAILS	\$8,000 (€ 7,940) COMMENTS: TENANT: CAN'T PAY MORE THAN \$7,500	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER DETAILS 1313
1304 4. TERM OF LEASE HELP	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER DETAILS	3 YEARS COMMENTS: LANDLORD: OPTION TO EXTEND 1 YEAR AT SAME RENT	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER DETAILS
<div> <div>VIEW LEASE PROPOSAL 1305</div> <div>DONE 1306</div> <div>NEXT SCREEN 1307</div> </div>			

FIG. 13

Decision	Tenant	Response & Dialogue Box	Landlord	
How much space is to be leased ?	<div>Agree ▾</div> <div>1308</div> <div>1357</div> <div>1356</div>	<p>Note: The parties should indicate if known the actual or estimated amount of space in square feet or square meters, or indicate in the dialogue box if another measure would be used. If the exact amount of space is not known, the parties should refer to another description such as a particular floor or an amount of space as referred to in a particular plan.</p> <div>accept m² 5000 ft² ▾</div> <div>accept ▴ ▾</div> <div>We assume that the space measurements exclude closet space. ▴ ▾</div>	<div>Agree ▾</div> <div>1310</div> <div>1309</div> <div>1350</div>	Details
Is there a plan that indicates the space to be leased?	<div>Defer ▾</div> <div>1353</div>	<p>Note: There should be a reference to a plan of the space. This plan is normally provided by the landlord. If there is no plan, the parties should refer in the dialogue box to the floor and building upon which the space is located.</p> <div>Yes No ▴ ▾</div> <div>Yes No ▴ ▾</div> <div>Plan number 14577A, dated June 1, 2001, will control ▴ ▾</div>	<div>Agree ▾</div> <div>1351</div>	Details
Is the tenant leasing all or a portion of the space?	<div>Agree ▾</div>	<p>Note: Please indicate whether the tenant is leasing all of a floor, a partial floor, or some other portion of the premises.</p> <div>Lease All Space on Floor ▴ ▾</div> <div>Lease All Space on Floor ▴ ▾</div> <div>Lease Portion of Space ▴ ▾</div> <div>Lease Portion of Space ▴ ▾</div> <div>Other ▴ ▾</div> <div>Other ▴ ▾</div>	<div>Agree ▾</div>	Details
Have the parties agreed on the tenant's proposed occupancy date?	<div>Agree ▾</div> <div>1354</div>	<p>Note: This is the date when the tenant plans to move into the leased premises. At this point, this date is an objective, and not a commitment on the part of either party to meet this date. A more detailed schedule will be agreed in Step 7 of this phase.</p> <div>Yes Specify below ▴ ▾</div> <div>Yes Specify below ▴ ▾</div> <div>No- to be agreed ▴ ▾</div> <div>No- to be agreed ▴ ▾</div> <div>December 1, 2001 ▴ ▾</div> <div>December 1, 2001 ▴ ▾</div>	<div>Agree ▾</div> <div>1355</div>	Details

FIG. 13A

DETAILS: LANDLORD'S WORKS (PHASE I)			
DECISION	TENANT	VALUE	LANDLORD
1401 → 1. DELIVER ON "TURNKEY" BASIS?	<input type="radio"/> AGREE <input type="radio"/> DEFER		<input type="radio"/> AGREE <input type="radio"/> DEFER
1402 → 2. DELIVER IN "AS-IS" CONDITION?	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER		<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
1403 → 3. AGREED DEFINITION OF LANDLORD'S WORKS	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER	<div style="border: 1px solid black; padding: 2px;">LANDLORD TO PROVIDE CABLE TV ACCESS</div>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
1404 → 4. AGREED LANDLORD & TENANT CONTRIBUTION TO WORKS?	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER
VIEW LEASE PROPOSAL		DONE	COMMENT

FIG. 14

PHASE II: RESOLVE OUTSTANDING BUSINESS ISSUES			
ISSUE	TENANT	VALUE	LANDLORD
1501 3. RENT PER MONTH			
1502 A. RESOLVE IN USER FORUM?	<input type="radio"/> MEET ON-LINE <input type="radio"/> MEET OFF-LINE	1505 [ ]	<input type="radio"/> MEET ON-LINE <input type="radio"/> MEET OFF-LINE
1503 B. RESOLVE USING LOCAL SERVICE PROVIDER?	<input checked="" type="radio"/> SUGGEST BROKER <input type="radio"/> SUGGEST APPRAISER	1506 TENANT: RESEARCH AVERAGE RENTS IN AREA	<input checked="" type="radio"/> SUGGEST BROKER <input type="radio"/> SUGGEST APPRAISER
1504 C. RESOLVE USING MEDIATION?	<input type="radio"/> SUGGEST MEDIATOR	1507 [ ]	<input type="radio"/> SUGGEST MEDIATOR
<div>COMMENT</div> <div>DONE</div>			

FIG. 15

## Issue Lease Proposal

TO:	<input type="text"/>
FROM:	<input type="text"/>
RE:	<input type="text"/>
DATE:	<input type="text"/>
Name of Recipient:	<input type="text"/>
Landlord or Current Tenant:	<input type="text"/>
Company Name of Tenant:	<input type="text"/>
Office Location:	<input type="text"/>
Size:	<input type="text"/>
Address of Proposed office:	<input type="text"/>
Current Measurement of Space:	<input type="text"/>
Lease Term:	<input type="text"/>
Rent:	<input type="text"/>
Lease Start:	<input type="text"/>
Rent Start:	<input type="text"/>
Rent Increase:	<input type="text"/>
Landlord's Work:	<input type="text"/>
Other Improvements:	<input type="text"/>
Break Option:	<input type="text"/>
Renewal Option:	<input type="text"/>
Expansion Option:	<input type="text"/>
Charges:	<input type="text"/>
Parking:	<input type="text"/>
Termination:	<input type="text"/>
Name of Sender:	<input type="text"/>

<input type="button" value="Back"/>	<input type="button" value="Next"/>
-------------------------------------	-------------------------------------

FIG. 16

**Preview**  
**Lease Proposal**

**TO: Robert Andrews**

**FROM: Joe Smith**

**RE: KPMG Boston**

**DATE: 6/16/2000**

Dear Robert Andrews

The following is a proposal for the lease or sublease of offices of [insert name of landlord or current tenant] by [Company Name] at Leatherhead, England

**Premises:** circa 1000 m2 [compute sq. ft.] of rentable space on the 850 floor- of the xxxx building located at [insert address]. Space to be measured based on [current measurement of space or prevailing market practices].

**Lease Term:** [insert number of years or months]

**Rent:** \$400 per m2

**Lease Start:** [insert date for commencement of the lease]

**Rent Start:** [insert date for start of rent if after Lease Start]

**Rent Increase:** [insert CPI/indexation if any or other rent increase]

**Landlord's Work:** [insert condition in which landlord is to deliver the office premises if the landlord is responsible to make any alternations, linking if required to a separate document that describes the works, and whether the cost is paid by the landlord, paid by the tenant, or shared between the parties]

**Other Improvements:** [insert other improvements provided by landlord in the premises including furniture, network systems or telecommunications systems,, linking if required to a separate document with a more detailed description or inventory of improvements]

**Break Option:** [insert any options granted to tenant to terminate the lease before the end of the lease term including the effective date of break, required advance notice, and payment of penalties (if any) to landlord]

**Renewal Option:** [insert any options granted to tenant to renew the office premises including the number of lease terms, the advance notice, and method for calculation of rent increase].

**Expansion Option:** [insert any options granted to tenant to lease additional office space in

the building or buildings in which the offices are located, including any rights of refusal to lease additional space].

**Charges:** [insert rent cost per m<sup>2</sup> in local currency and convert to \$ per sq. ft. of any operating expenses to be paid by tenant for use of office space]

**Parking:** [insert the number of parking spaces to be rented and the annual cost per space in local currency and convert to \$ per sq. ft.]

**Termination:** [insert the condition in which the tenant must leave the premises upon termination of the lease, choosing among a) return the premises to the landlord in good condition, reasonable wear and tear excepted, b) return the premises to the landlord in its original condition with no allowance for reasonable wear, or c) other condition to be mutually agreed.]

This proposal is subject to the approval of [insert company name of tenant] corporate management. Under no circumstances shall this proposal constitute a binding legal commitment on behalf of [insert company name of tenant] to lease the above premises.

Please confirm in writing that the above proposed terms and conditions are acceptable. Thank you.

Best regards,

Joe Smith

Done

FIG. 17B

Global Lease Link  
Project Number xxxx  
Preliminary Project Schedule

I.	Confirm Lease Proposal & Agree Schedule	23 Jun 2000
II.	Resolve Outstanding Business Issues	30 Jun 2000
III.	Agree Lease Deliverables	01 Jul 2000
IV.	Define Tenant Environment	07 Jul 2000
V.	Finalize Legal Documents	10 Jul 2000
VI.	Obtain Approvals and Execute Documents	15 Jul 2000
VII.	Complete Landlord Works	15 Aug 2000
VIII.	Complete Tenant Works	30 Sep 2000
IX.	Issue Best Practice Report	07 Oct 2000

FIG. 18

**Local Service Provider- Architect/Interior Designer  
Request for Proposals  
Scope of Services**

**Phase I: Space Programming and Adjacencies**

XXX has prepared a one-page program summary. Architect will meet XXX to review this document and discuss adjacencies. Maximum cost not to exceed LC xxxxx

**Phase II: Preliminary Plan and Building Survey**

Architect will visit two buildings and receive preliminary CAD space plans for each. Architect will prepare "block plans" for XXX's review. Based upon XXX's feedback and comments, Architect will revise plans and make a preliminary fit of furniture using generic templates that approximate current and required furniture. Architect will review building systems and other base building specifications and, based upon XXX's needs, advise if any problems are anticipated.

**Phase III: Preliminary Specification and Cost**

Based on an agreed preliminary plan, Architect will prepare a 2 to 3 page summary of required works including partitions, carpeting, ceiling, electrical distribution and lighting requirements, and air-conditioning/ventilation needs (normal except for server room), along with preliminary quantities and cost. Architect will estimate the time to complete these works. Architect will not specify server or telephone systems.

**Phase IV: Review of Landlord Proposal and Cost Estimates**

Architect will meet with landlord to review their response to specifications and will prepare an estimated cost for work not included in landlord's "building standard" fitout.

**Phase V: Preparation of Lease Documents**

Architect will prepare detailed plans of works to be completed by landlord including partition, ceiling/lighting, electrical, and ventilation plans along with quantity measurements. Architect will provide a written specification of landlord's work including interior finishes. Architect will prepare a furniture plan based upon an inventory to be provided by XXX. Assume that all requirements for furniture shall be competitively bid to local vendors, and that Architect shall not accept compensation from any furniture vendors.

**Phase VI: Project Monitoring and Coordination**

Landlord will be responsible for a turnkey delivery of XXX's fitout requirements. Architect will inspect progress of works and report any difficulties. Architect will also coordinate schedule for delivery and installation of XXX's furniture, data cabling, telecomm, and security systems.

**Phase VII: Handover of Premises**

Prior to occupancy, Architect will accompany XXX on a final inspection of premises to accept the landlord works and/or agree on a defects list.

**FIG. 19A**

**Phase VIII: Relocation Management**

Architect will coordinate all aspects of the move into the new premises including moving schedules, and relocation (if any) of furniture, telephone and server systems. Architect will indicate if they do not provide this service.

**FIG. 19B**

2010.05.23.001

FIG. 20

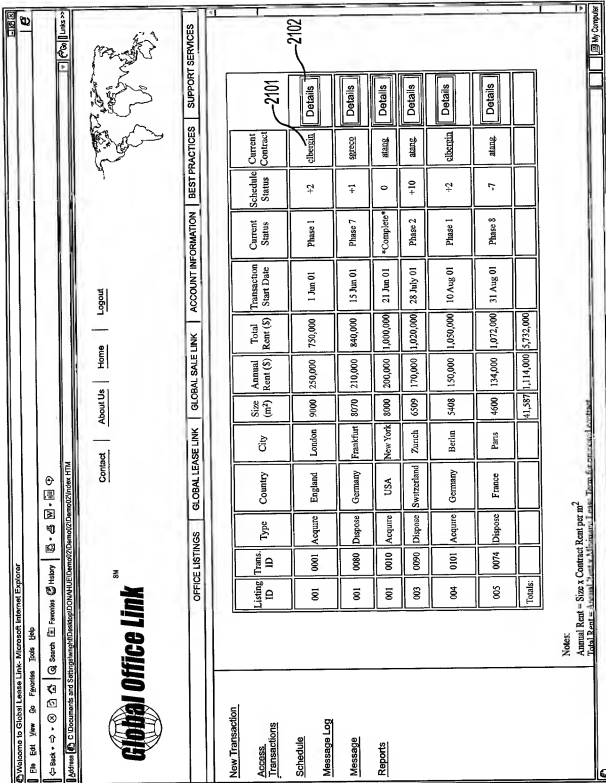


FIG. 21

New Message

To: clbergin 2201

Subject: leased space 2202

Attachment:  Browse... 2205

Message: private ☐ Yes ☒ No

2206

I think we have seriously underestimated the amount of space that we need. Please call me to discuss further.  
Bob 2203

2204

Send Reset

FIG. 22



Welcome to Global Lease Link, Microsoft Internet Explorer File Edit View Go Favorites Book Help Back Forward Stop Search History Address: C:\Documents and Settings\jwong\My Documents\GlobalLeaseLink.htm									
				Contact   About Us   Home   Logout					
OFFICE LISTINGS		GLOBAL LEASE LINK		ACCOUNT INFORMATION		BEST PRACTICES		SUPPORT SERVICES	
<div> <div>           New Transaction            Access            Transactions            Schedule            Message Log            Message            Reports         </div> <div>           New Message            Real Estate Rep <input type="button" value="v"/> 2301            Lease Proposal <input type="button" value="v"/> 2302            Lease Proposal <input type="button" value="v"/>  <input type="button" value="Browse..."/> </div> <div>           To:            Other Recipient:            Subject:            Attachment Type:            Attachment:            Message:         </div> <div> <input type="button" value="Send"/> <input type="button" value="Reset"/> </div> </div> <div> <input type="button" value="v"/> 2303        Enclosed for your review is the initial lease proposal that was submitted by the landlord's agent. I am rather concerned about the landlord's delivery date. Please advise. Thank you.     </div>									
Done									

FIG. 23

## Transaction Report

Listing ID:

001

Transaction ID:

0001

Phase	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Differential	Current Contact
I	6/1/01	6/10/01	6/1/01	6/12/01	+2	clbergin
II	6/11/01	6/15/01	6/12/01	6/16/01	+1	sgreco
III	6/16/01	6/21/01	6/17/01	6/21/01	0	atang
IV	6/22/01	7/5/01	6/22/01	7/3/01	-2	clbergin
V	7/6/01	7/18/01	7/6/01	*OPEN*	*OPEN*	sgreco
VI	7/19/01	7/28/01	*OPEN*	*OPEN*	*OPEN*	atang
VII	7/29/01	8/10/01	*OPEN*	*OPEN*	*OPEN*	clbergin
VIII	8/11/01	8/20/01	*OPEN*	*OPEN*	*OPEN*	sgreco
IX	8/21/01	8/31/01	*OPEN*	*OPEN*	*OPEN*	atang

View Transaction

Back

FIG. 24

Welcome to Global Lease Link: Microsoft Internet Explorer

File Edit View Go Favorites Tools Help

Address: C:\Documents and Settings\jsharkey\My Documents\Global Lease Link\demo2\index.htm

Global Office Link<sup>SM</sup>

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**Transaction Message Log**

Message ID #	To	From	Subject	Date	Status	Attachment
1	RE Rep	Agent	Lease Proposal	2/28/2001	Read	Lease Proposal <a href="#">View</a>
2	PM	RE Rep	User Group Representative	3/12/2001	Read	<a href="#">View</a>
3	RE Rep	Agent	Lease Start Date	3/28/2001	Read	Legal Document <a href="#">View</a>
4	User	RE Rep	Selection of Architect	4/22/2001	Read	Other <a href="#">View</a>
5	Agent	RE Rep	Headcount Plans	4/8/2001	New	Corporate Form <a href="#">View</a>
6	Arch	PM	Furniture Selection	4/8/2001	New	Plans <a href="#">View</a>
7	Agent	RE Rep	Initial Draft Lease	4/9/2001	New	Legal Document <a href="#">View</a>

New Transaction

Account Transactions Schedule Message Log Message Reports

FIG. 25

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Sale Link Application

Global Sale Link Phases

ENTER TRANSACTION NUMBER:

GO

Introduction

2601

I. Confirm Business Terms and ScheduleII. Resolve Outstanding Business IssuesIII. Agree Seller's Deliverables and Buyer's ConditionsIV. Finalize Purchase & Sale DocumentV. Obtain Approvals and Sign ContractVI. Complete Buyer's Due DiligenceVII. Complete Seller's Works and DeliverablesVIII. Complete Transaction and ClosingIX. Issue Best Practice Report

2600

FIG. 26


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Sale Link Application

## Global Sale Link

Project Number: 00000001

### I. Confirm Sale Proposal and Schedule

In this phase the Buyer and Seller will summarize the terms and conditions they have agreed upon for sale of the property and/or assets, and a Sale Proposal and schedule will be agreed upon.

1

2712 2711

Decision	Buyer	Seller	
2701 1. Agreed Sale Price?	Agree <input type="button" value="v"/>	Agree <input type="button" value="v"/>	2713 Details
2702 2. Agreed on Description of Assets ?	Defer <input type="button" value="v"/>	Agree <input type="button" value="v"/>	Details
2703 3. Agreed Structure of Transaction ?	Defer <input type="button" value="v"/>	Defer <input type="button" value="v"/>	Details
2704 4. Agreed Payment Terms ?	----- <input type="button" value="v"/>	----- <input type="button" value="v"/>	Details
2705 5. Agreed Other Conditions to Sale ?	----- <input type="button" value="v"/>	----- <input type="button" value="v"/>	Details
2706 6. Agreed Deposit ?	----- <input type="button" value="v"/>	----- <input type="button" value="v"/>	Details
2707 7. Agreed Closing Date ?	----- <input type="button" value="v"/>	----- <input type="button" value="v"/>	Details
2708 8. Issue and Agree on Schedule ?	----- <input type="button" value="v"/>	----- <input type="button" value="v"/>	Details
2709 9. Issue and Agree Sale Proposal ?	----- <input type="button" value="v"/>	----- <input type="button" value="v"/>	Details

2710

[Message](#)

FIG. 27


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Sale Link Application

## Global Sale Link

Project Number: 00000001

Confirm Business Terms: Sale Price

Decision	Buyer	Seller
Specify Currency	Agree <input type="checkbox"/> \$ <input type="text"/>	Agree <input type="checkbox"/> Help
Fixed Price	Agree <input type="checkbox"/> <input type="radio"/> Yes <input type="radio"/> No	Agree <input type="checkbox"/> Help
Specify Fixed Price	Agree <input type="checkbox"/> \$ 5,000,000 <input type="text"/>	Agree <input type="checkbox"/> Help
Variable Price	Agree <input type="checkbox"/> <input type="radio"/> Yes <input type="radio"/> No	Agree <input type="checkbox"/> Help
Conditions for Business Price	<input type="text"/>	<input type="text"/>
Specify Variable Price	<input type="text"/>	<input type="text"/>

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FIG. 28

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Sale Link Application

## Global Sale Link

Project Number: 00000001

## II. Resolve Outstanding Business Issues: Payment Terms

	Decision	Buyer	Seller	
2901	Agree on Resolution Method	<input type="text"/>	<input type="text"/>	Resolve 2906
2902	Select a Local Service Provider	<input type="text"/>	<input type="text"/>	Resolve
2903	Resolve Issue with LSP	<input type="text"/>	<input type="text"/>	Resolve
2904	Resolve Issue without LSP	<input type="text"/>	<input type="text"/>	Resolve
2905	Agree Summary Documents	<input type="text"/>	<input type="text"/>	Resolve

Message

FIG. 29


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Sale Link Application

### Global Sale Link

#### III. Agree Seller's Deliverables and Buyer's Conditions

In this phase the Buyer and Seller will agree on the assets to be delivered by the Seller at the closing of the transaction, and the conditions for the Buyer's purchase of the property, and (if necessary) agree to a revised Sale Proposal and a revised schedule.

Buyer	Decision	Seller	
<input type="button" value="Agree"/>	1. Checklist	<input type="button" value="Agree"/>	Details
<input type="button" value="Agree"/>	2. Agree Seller's Building & Land Deliverables	<input type="button" value="Agree"/>	Details
<input type="button" value="-----"/>	3. Agree Seller's Required Building & Land Works	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	4. Agree Buyer's Mortgage Financing Condition	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	5. Agree Buyer's Due Diligence Conditions	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	6. Need a Local Service Provider?	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	7. Issue and Agree Summary Document ?	<input type="button" value="-----"/>	Details

Message

FIG. 30

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Sale Link Application

## Global Sale Link

## IV. Agree Purchase &amp; Sale Contract

In this phase the Buyer and Seller will negotiate and agree to a contract for sale of property and/ or assets and prepare final documents for signature by the parties.

Buyer	Decision	Seller	
<input type="button" value="Defer"/>	1. Need a Local Service Provider ?	<input type="button" value="Agree"/>	<a href="#">Details</a>
<input type="button" value="Agree"/>	2. Review Draft Contract 1	<input type="button" value=""/>	<a href="#">Details</a>
<input type="button" value=""/>	3. Review Draft Contract 2	<input type="button" value=""/>	<a href="#">Details</a>
<input type="button" value=""/>	4. Require Additional Documents ?	<input type="button" value=""/>	<a href="#">Details</a>
<input type="button" value=""/>	5. Resolve Open Issues	<input type="button" value=""/>	<a href="#">Details</a>
<input type="button" value=""/>	6. Prepare Final Contract	<input type="button" value=""/>	<a href="#">Details</a>

Message

FIG. 31

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Sale Link Application

## Global Sale Link

## V. Obtain Approvals and Sign Contract

In this phase, the Buyer and Seller will each obtain their necessary internal approvals and then will sign the purchase and sale contract

Buyer	Decision	Seller	
<input type="button" value="Defer"/>	1. Prepare Information Summaries	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	2. Obtain Required Approvals	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value=""/>	3. Sign Purchase and Sale Contract	<input type="button" value=""/>	<input type="button" value="Details"/>
<input type="button" value=""/>	4. Exchange and Enable	<input type="button" value=""/>	<input type="button" value="Details"/>

Message

FIG. 32

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## Global Sale Link

## VI. Complete Buyer's Due Diligence

In this phase the Buyer will complete its due diligence studies that are specified in the contract as conditions to purchase the property and/or assets, and the Buyer will notify the Seller whether or not it will complete the transaction.

Buyer	Decision	LSP*	
<input type="button" value="Agree"/>	1. Complete Studies of Physical Assets	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	2. Complete Review of Permits and Approvals	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Defer"/>	3. Complete Review of Title & Company Structure	<input type="button" value="Defer"/>	<input type="button" value="Details"/>
<input type="button" value="Defer"/>	4. Complete Review of Financial Information	<input type="button" value="Defer"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	5. Send Completion Notice	<input type="button" value="-----"/>	<input type="button" value="Details"/>

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\*LSP= Professionals chosen by Buyer to provide advice and information.

FIG. 33



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#### VII. Complete Seller's Works & Deliverables

In this phase the Seller will complete the works in the property that are specified as conditions to a closing, and deliver for the Buyer's review any required information and/or guarantees that are due before the closing.

Buyer	Decision	Seller	
<input type="button" value="Agree"/>	1. Complete Repairs and Replacements	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	2. Deliver Required Permits	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Defer"/>	3. Deliver Required Guarantees	<input type="button" value="Defer"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	4. Deliver Required Financial Statements	<input type="button" value="-----"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	5. Summary of Accepted Works and Deliverables	<input type="button" value="-----"/>	<input type="button" value="Details"/>

Message

FIG. 34



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#### VIII. Complete Transaction & Closing

In this phase the Buyer and Seller will sign all documents that are necessary to close the transaction, and complete the transfer of money, of financial instruments and of the property and/or assets.

Tenant	Decision	Landlord	
<input type="button" value="Agree"/>	1. Agree List of Closing Documents	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	2. Agree on Form of Final Documents	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	3. Obtain Authorizations and Guarantees	<input type="button" value="-----"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	4. Obtain Final Account/Financial Statements	<input type="button" value="-----"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	5. Make Final Inspections	<input type="button" value="-----"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	6. Sign Final Documents	<input type="button" value="-----"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	7. Transfer of Financial Consideration and Ownership	<input type="button" value="-----"/>	<input type="button" value="Details"/>

Message

FIG. 35



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### Global Sale Link


#### IX. Issue Best Practice Report

In this phase the Buyer and Seller will complete best practice reports that will evaluate this transaction process and the service providers who assisted with the transaction.

Tenant	Decision	Landlord	
<input type="button" value="Agree"/>	1. Review Final Schedule	<input type="button" value="Agree"/>	Details
<input type="button" value="Agree"/>	2. Complete Transaction Evaluation Form	<input type="button" value="Agree"/>	Details
<input type="button" value="Agree"/>	3. Complete LSP Evaluation Form	<input type="button" value="Agree"/>	Details
<input type="button" value="Agree"/>	4. Issue Best Practice Report	<input type="button" value="Agree"/>	Details

Message

FIG. 36

 <span style="font-size: 0.8em; vertical-align: middle;">SM</span>		<a href="#">Contact</a>   <a href="#">About Us</a>   <a href="#">Home</a>   <a href="#">Logout</a>
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**Sale Link Application**

**Proposal for**  
**Sale of Assets or Property**

TO: (Name of Buyer or Representative)

FROM: (Name of Seller or Representative)

RE: (Address of Property)

DATE: (Date of Offer)

Dear (Insert name of Buyer's representative):

The following is a proposal for the sale of ( Property Asset Shares) of (Insert name of Seller) by (Insert name of Buyer) at (Address of Property)

Buyer: (Buyer's name)

Seller: (Seller's name)

Property: circa xxxx (x2 or sq, ft.) building located at (Insert address)

Deal Structure: (Sale of Property, etc)

Selling Price: (currency), (price), or (To be Determined)

Closing Date: (Insert day month year of closing)

Payment Terms: (Insert payment terms)

Buyer's Conditions. Sale is subject to (Insert conditions)

P&S Date: (Insert day month year P&S is to be signed)

Deposit: (Insert amount) payable on or before (Insert date or upon signature of P&S and other conditions)

Other Condition X: (text box to insert detailed conditions to sale agreed by parties)

Other Condition Y: (text box to insert detailed conditions to sale agreed by parties)

Termination: (Insert language to terminate negotiations if necessary)

The proposal is subject to the approval of (Buyer's name) and (Seller's name) company management. The Buyer and Seller agree that this proposal shall not constitute a binding legal commitment on behalf of (Seller's name) to sell the above Property and on behalf of (Buyer's name) to purchase the Property.

(Buyer's name) and (Seller's Name) shall indicate by signing in the space below that they agree to the terms of this Sale Proposal. Thank you.

Accepts Sale Proposal:

Accepts Sale Proposal